Hiring Student Employees

Information on hiring Yale University undergraduate student employees (both work-study and non-work-study students) and the hiring of graduate and professional student hourly employees.

Hiring Student Employees

The hiring of Yale University undergraduate student employees, both work-study and non-work-study students and the hiring of graduate and professional student hourly employees is managed by the Yale University Student Employment Office. If you have any questions about this process, please contact Mary Jarvie in the Business Office.

- Step 1: Posting a Job
- Step 2: Determine Pay Rate
- Step 3: Hiring a Student Employee
- Step 4: Paying an Employee

Step 1: Posting a Job

Yale staff members and faculty have access to create and post jobs on the Student Employment website. This access will grant you the ability to review online applicants and respond via website email functions. If you do not have access please contact sombusiness.office@yale.edu to request access.

**Note:** If you have already selected a candidate, including her/his name and NetID. Also, please provide the information below.

- Job Title
- Job Description and responsibilities
- Job Requirements
- Number of available openings
- Hours per week (this can be a range, e.g. 5-10 hours)
- Start date (date or ASAP)*
- End date (just an estimate)*
- Time Frame (select one)
  - Academic Year
  - Fall
  - Spring
  - Summer
- Contact person
  - This is the person who will have access to the Student Employment site and to whom students will submit applications. Generally, this is the hiring supervisor.
- Application type (select a format)
  - Online - students complete a web form that you view through the Student Employment site.
  - E-mail - students contact you directly via e-mail regarding the position.
- Review the student wage structure levels and indicate the corresponding rate in an email.
- Supervisor and Secondary Supervisor
- COA account to be charged

The Office of the Provost provides funds to cover 50% of eligible student wages.

Step 2: Determine Pay Rate

The rate of pay is calculated based on the student wage structure levels.

**Note:** It is possible to pay a higher rate than the questionnaire assigns. In your job posting e-mail, please include an explanation for the higher rate.

Step 3: Hiring a Student Employee

The business office will hire the student via the Student Employment website. Once student employment completes the hire, the student will receive an email directly from student employment. This email will contain information to the student regarding the need to complete any employment paperwork.

When hired an electronic timesheet will be created for the student and a supervisor and backup supervisor will be assigned to the timesheet.

As a Supervisor, you must log in through the SEO web site to approve timesheets. You can click here to go to your To-Do Items: https://www.yalestudentjobs.org/Tsx_SupervisorToDo.aspx. Alternatively, you can go to www.yalestudentjobs.org, click on 'Supervisor Control Panel,' and then select 'Timesheets that Need Attention.' Only completed timesheets will be available for supervisor approval.

The Supervisor's deadline for authorizing student timesheets is Monday at 1:00 pm (or Tuesdays at 10:00 am on weeks with a Monday holiday). However, timesheets are available for approval as soon as a student completes them. Timesheets approved after the 1:00 pm deadline are automatically routed to next week's Payroll.

Reminder emails from Student Employment will be sent to both you as a supervisor and the student notifying when a deadline is approaching. The student's hours will have to be approved in order for the system to process them. This process replaces the paper timesheet submission for Yale student employees only. Non-Yale students can still be hired but they will not have the option of electronic timesheets.
Questions?

If you have any questions about this process, please contact Mary Jarvie in the Business Office.

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